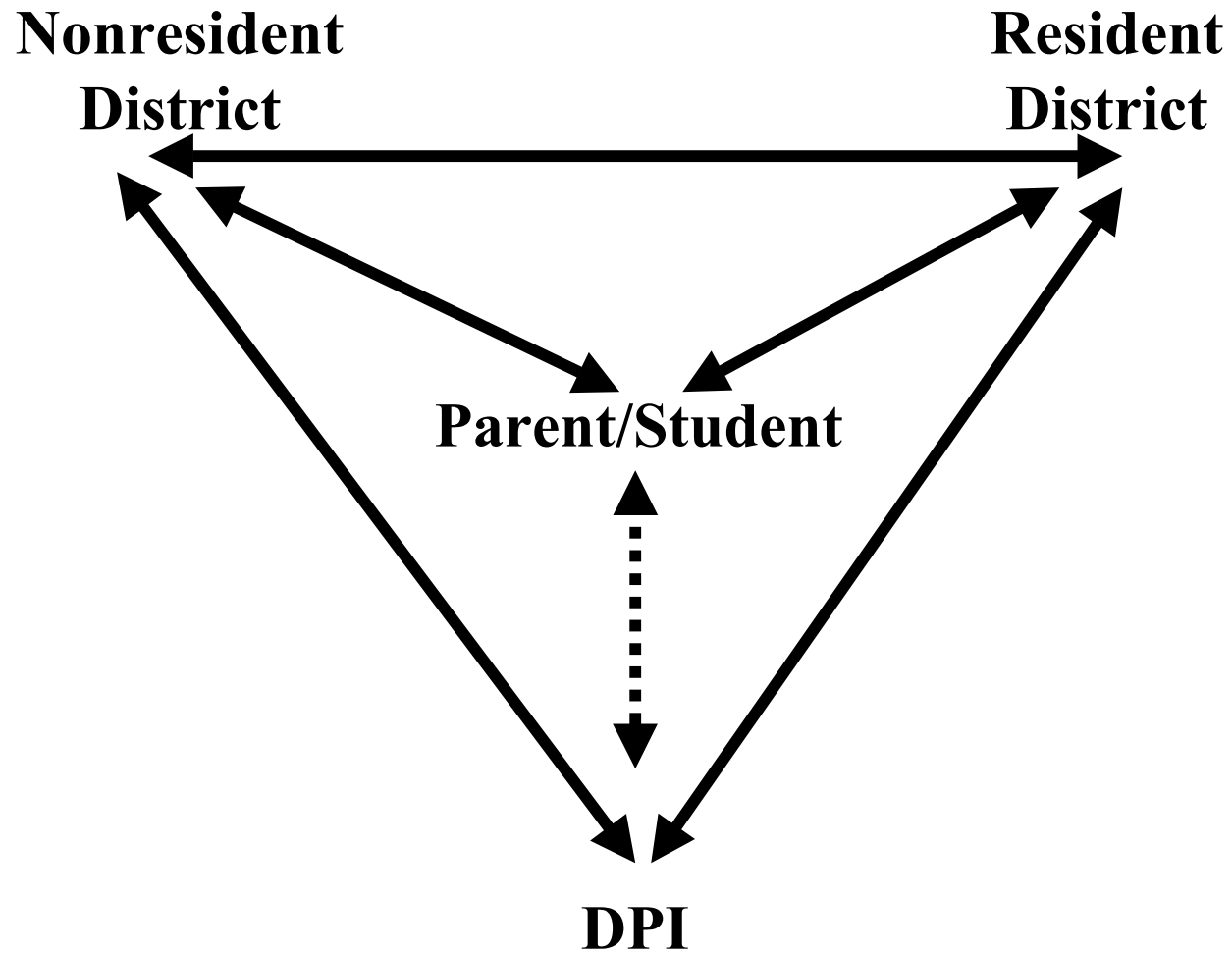


Public School Open Enrollment Technical Assistance Workshops

Communications

Department of Public Instruction
January 2001



The goal of every OE coordinator should be to anticipate problems prior to their occurrences, have answers to those problems and move swiftly to solve those problems when called upon.

However...

...When you're up to your elbows in alligators, it's difficult to remind yourself that your initial objective was to drain the swamp.

Even so...

If I don't have time to do it
right, when will I have time to
do it over?

Principles

- Communicate early and often
- Ask for what you need
- Follow-up
- Be patient and keep your sense of humor
- Assigning blame is counterproductive--try to solve the problem

Three Overlapping Cycles

- Application Cycle
 - Student Participation Cycle
 - DPI Verification Cycle
-

Non-Cyclical Events

- Student Move or Change of OE Status
- Referral for Special Education
- Tuition Waivers

APPLICATION CYCLE

Pre-Application Period

Potential New Students

August to January

School Districts & DPI Provide Information & Forms to Parents

- Open Enrollment Brochure
- Open Enrollment Web Site
- Press Release
- School District Newsletters
- Forms on Request
- DPI Toll-Free Number - 888-245-2732

Nonresident District Notify of Requirement to Reapply

- If school board policy requires reapplication at middle school, junior high school or high school, nonresident district should notify parent.
- DPI Suggested Format #1

SUGGEST LETTER BE SENT TO PARENTS OF AFFECTED STUDENTS PRIOR TO JANUARY 15

NOTIFICATION TO PARENTS OF NEED TO REAPPLY FOR MIDDLE SCHOOL, JUNIOR HIGH OR HIGH SCHOOL

On School District Letterhead:

Dear (parent name):

State law permits school districts to require currently-participating open enrollment students to reapply for open enrollment at the beginning of middle school, junior high school, or high school. (Name of school district) policy requires this reapplication at the beginning of (middle school, junior high school, or high school).

Your child, (name of student), will be entering grade (grade) next year and under our school board policy, is required to reapply for open enrollment. Under state law, (name of student) will receive preference for available spaces, but please be aware that if space is not available, the application will be denied.

Enclosed is an open enrollment brochure and an application form. The application form must be submitted to the (name of school district) office at (address) no earlier than (first date of application period) and no later than (last date of application period). Late applications will be not be accepted for any reason.

If you have any questions, please call (name) at (phone number).

Sincerely,

Name
Title

Application Submission & Review Process

February to April

Parent Submits Form to Nonresident District

- Note date and time received on form. Return parent's copy.
- Notify staff of individual school buildings about application period and how to handle applications that may be submitted to principals, counselors, etc.

Review Form Immediately for Errors

- Nonresident District Review:
 - Indicate Date/Time Received
 - Review for Completeness & Accuracy
 - Verify Names of Res. & Nonres. Districts
 - Contact Parents for Corrections/Missing Info.
 - Return Late/Ineligible Applications
- DPI Suggested Format #3 / or Direct Contact

PUBLIC SCHOOL OPEN ENROLLMENT

DPI SUGGESTED FORMAT #3

SUGGESTED LETTER TO RETURN EARLY, LATE OR INELIGIBLE APPLICATIONS

SUGGEST NONRESIDENT DISTRICT SEND LETTER TO PARENTS IMMEDIATELY UPON RECEIPT OF EARLY, LATE OR INELIGIBLE APPLICATION

Dear (name of parent):

The open enrollment application you submitted for (name of student) on (date of application) is being returned to you for the following reason(s):

_____ The form is incomplete. Please provide the following information and return the form by 4:00 p.m. on February 23, 2001.

_____ The form was received prior to the first date of the application period. State law requires that open enrollment applications be submitted no earlier than February 5, 2001. You may resubmit the application after February 5, 2001, as long as it is received in the school district office by 4:00 p.m. on February 23, 2001.

_____ The form was received after the open enrollment deadline of 4:00 p.m., February 23, 2001. School districts are not permitted to accept late open enrollment applications for any reason.

_____ The form was submitted to the wrong school district. The form must be submitted to the nonresident district (the district you want your child to attend). You may resubmit the form to the nonresident district as long as it is received in that district by 4:00 p.m., February 23, 2001.

_____ Your child is ineligible to participate in open enrollment for the following reason(s):

_____ Your child does not meet the age requirements under sec. 118.14 (Wis. Stats.) for admission to public school.

_____ Your resident school district does not offer the same type of prekindergarten, 4-year-old kindergarten, early childhood, or school operated day care program that is requested in the (name of nonresident district) School District, or your child is not eligible for the prekindergarten, 4-year-old kindergarten, early childhood or school operated day care program for which you applied.

If you have any questions, please call (name) at (phone number). \

Nonresident District Sends Copy of Form to Resident District & DPI

- Statute requires copy of form to be sent to resident district and DPI on fourth Monday following first Monday in February.
- Suggest nonresident district take one or two days extra, if necessary, and review forms for clarity & accuracy.

Nonresident District Requests Records

- Expulsion & Special Education Records (IEP)
- Recommend district request for all students.
- For most students, use form on back of resident copy (yellow) of application form
- Send letter when student not currently attending resident district

Resident District Provides Records

- Within 5 days, resident district should send records.
- If the resident district cannot send the records w/in 5 days, notify nonresident district.
- If the nonresident district does not receive the records or notification w/in 5 days, call the resident district and ask for them. Nag.

Special Education Estimate

- Nonresident district must provide to resident district by March 15. Provide detail. (DPI Suggested format #4)
- Notify resident district if it will not be available by March 15.
- Resident district contact nonresident district if no estimate or notification. Follow up in writing. Nag.

ESTIMATE OF TUITION COSTS FOR OE APPLICANTS WHO NEED SPECIAL EDUCATION

#4

On School District Letterhead

(name), District Administrator
(name of nonresident school district)

Dear (name of administrator),

(Name of student), a resident of (name of resident district) School District, has applied to attend the (name of nonresident school district) School District in the (2000-01) school year. We have reviewed this student's current individualized education plan (IEP) and have estimated that the cost to implement it in the (name of nonresident district) School District will be \$ _____. This amount was calculated as follows:

_____ State Tuition Calculation Worksheet—PI 1524 (copy enclosed)

(Provide appropriate information about the special education and related services to be provided.)
(Indicate the estimated amount of special education categorical aid that applies to the tuition amount.)

_____ Other method (described below):

(Provide appropriate information about the special education and related services to be provided.)
(Provide a detailed calculation of how the costs were determined.)

Example:

Estimated regular education open enrollment amount	\$4,858
Estimated cost for speech and language services:	<u>\$2,500</u>
Estimated Total	\$7,358

(Indicate the estimated amount of special education categorical aid that applies to the tuition amount, or, indicate if the nonresident district proposes to keep the special education categorical aid.)

If you have any questions, please contact (name) at (phone number).

Band-Aid

- Lack of an estimate is not a successful defense for an appeal of a denial for UFB. If resident district shows evidence of repeated attempts to get estimate, DPI has ordered nonresident district to accept regular education amount.
- If student open enrolls and then nonresident district sends (surprise!) bill, districts must negotiate.

Actions / Notifications

April, May, June

News Flash!!!

- DPI approval/denial/assignment forms will be on the internet in Microsoft Word format. Districts can download the forms to fill in electronically and/or use with data base!!!

Nonresident District Notifies Parent of Acceptance or Denial

- Recommend certified mail for denials; alternatively, make affidavit of mailing.
- Include notice of right to appeal for denials.
- Recommend using DPI form (PI 9416).
Include letter if you wish.
- Small districts include notice of assignment for approvals (PI 9415).

Affidavit of Mailing

I hereby certify that at (time) am/pm on (date),
the following open enrollment notice(s) of
denial were hand-delivered to the U.S. post
office for mailing to:

- Mary Jones, parent of John Jones, 2020
Mockingbird Lane, Anytown, WI

Signed, name, title

Copy of Approval/Denial to DPI

- DPI is required to report to legislature on approvals/denials & reasons for denial.
- Reduces time involved in verification.
- Alternative: make a list

Student Name	Res Dist.	Action	Reason for Denial
Jane Smith	Madison	Approved	
John Jones	Verona	Denied	Space Not Available

Resident District Notifies Parent of Acceptance or Denial

- Resident district not required to notify of approval; however, recommend they do so.
- Recommend certified mail for denials; alternatively, make affidavit of mailing.
- Include notice of right to appeal for denials.
- Recommend using DPI form (PI 9417).
Include letter if you wish.

Copy of Approval/Denial to DPI

- DPI is required to report to legislature on approvals/denials & reasons for denial.
- Reduces time involved in verification.
- Alternative: make a list

Student Name	Nonres. Dist.	Action	Reason for Denial
Alice Johnson	Madison	Approved	
Harry Potter	Stoughton	No action	
Mike Miller	McFarland	Denied	Percent Limit

Notice of Assignment

- Recommend small districts (only one school with grade) send at time of notice of approval
- Larger districts send by May deadline.
- Send 2 copies--parents are to sign and return one copy by June deadline.

Band-Aid

- Nonresident district may wish to contact parents who have not responded by deadline or shortly before.
- Nonresident district may allow students to attend if June notification is not made.

June 30 notification

- Nonresident district sends to each resident district a list of *new and continuing* applicants who plan to open enroll to the nonresident district in the next year.
- Not necessary to send copy to DPI.

STUDENT PARTICIPATION CYCLE

Beginning of School Year

Continuing Students

August & September

Resident Districts Verify Status of Continuing OE Students

- Recommend resident districts verify addresses & status of continuing OE students
- Provide current info on file--request corrections
- Send “Do Not Forward. Address Correction Requested.”
- DPI Suggested Format #2

PUBLIC SCHOOL OPEN ENROLLMENT

DPI SUGGESTED FORMAT #2

SUGGEST LETTER BE SENT TO PARENTS AT THE BEGINNING OF EACH SCHOOL YEAR.

SUGGEST LETTER BE SENT "DO NOT FORWARD, ADDRESS CORRECTION REQUESTED"

SUGGEST LETTER INCLUDE SELF-ADDRESSED, STAMPED REPLY ENVELOPE

REQUEST FOR UPDATE ON STATUS OF OPEN ENROLLED STUDENT

On School District Letterhead:

Dear (parent name):

According to our records, your child, (name), a resident of (name of resident district) School District, attended the (name of nonresident district) School District last school year, (indicate school year). We are requesting an update of (student's name)'s open enrollment statute for the current school year. **Please review the following information, make any needed corrections, and return this page to the (name of resident district) School District in the enclosed self-addressed, stamped envelope:**

(District use actual information on student)

NAME OF STUDENT:

John Brown, Jr.

GRADE:

6

ADDRESS:

1212 Mockingbird Lane

Anytown, WI 55555

IS THIS A NEW ADDRESS?

Yes

No

If Yes, Please indicate old address:

NAME OF PARENT OR GUARDIAN:

John Brown, Sr.

PHONE NUMBER:

(608) 555-5555

IS THE STUDENT STILL ATTENDING THE (name of nonresident district) DISTRICT IN THE CURRENT SCHOOL YEAR?

Yes

No

(District include any other information that needs verification or updating).

If you have any questions, please call (name) at (phone number). Thank you for your assistance.

Are students where they are supposed to be?

- Nonresident and resident districts check with each other.
 - Earlier rather than later, but definitely by 3rd Friday
- Initiate truancy proceedings, if appropriate.
 - If parent provided notice of intent to attend, then the nonresident district is probably responsible.

Special Education Tuition Estimates - Continuing Students

- On or about beginning of school term or upon review/revision of IEP...
- Nonresident district notify resident district of estimated tuition for continuing special education students
- For new OE students, estimate should have been made in March

3rd Friday Verification

- Nonresident district notifies each resident district of OE students in attendance on 3rd Friday.
- Resident district follow up immediately on any discrepancies.
- Repeat for 2nd Friday in January

Band-Aid

- If student is not properly reported on the 3rd Friday membership, each district will have to amend its membership report.
- This will affect the revenue limit:
 - If district did not count an eligible student, may recapture 75% of revenue next year.
 - If district counted ineligible student, district may have over-levied.

Reminder!!

- DPI's open enrollment data for aid adjustments cannot be coordinated with membership reporting at the state level. Districts must ensure--separately--that each count is correct!

NON-CYCLICAL EVENT
Student Move /
Change Of Open Enrollment
Status

PUBLIC SCHOOL OPEN ENROLLMENT
SUGGESTED FORMAT FOR RETURN TO RESIDENT DISTRICT

DPI SUGGESTED FORMAT #6

PARENT NOTIFICATION OF RETURN TO RESIDENT DISTRICT

TO: _____ School District (resident district)
_____ School District (nonresident district)

SUBJECT: Return to School in Resident District

NAME OF STUDENT: _____

This is notify you that the above-name student intends to return to school in her/his resident school district effective _____ (date). I understand the following:

- Once the student has returned to school in the resident district, she/he may not return to the nonresident district during this school year. A new open enrollment application must be submitted for the student to attend in any later school year.
- The student's eligibility to participate in WIAA-sponsored inter-scholastic athletics will be affected. I understand that she/he will be ineligible to participate in WIAA athletics in either school district for the remainder of the school year.

Signed: _____ Date: _____

Typed or printed name of parent: _____

CHANGE OF ADDRESS FOR OPEN ENROLLMENT STUDENT

Instructions to parent: Please fill out the following information completely prior to or within one week after an address change and submit one copy each to the nonresident school district, the resident district and, if applicable, the “new” resident school district.

NAME OF STUDENT _____ GRADE _____

NONRESIDENT DISTRICT _____

RESIDENT DISTRICT PRIOR TO MOVE _____

RESIDENT DISTRICT AFTER MOVE (IF DIFFERENT) _____

DATE OF MOVE _____

OLD ADDRESS: _____

NEW ADDRESS: _____

NEW PHONE NUMBER (INCLUDE AREA CODE): _____

Will the student continue to attend school in the nonresident school district? Yes No

NAME OF PARENT _____

DAYTIME PHONE NUMBER _____

Student Move / Change of OE Status

- Parent notifies both resident & nonresident districts of change?!?!?
- Nonresident district takes lead, however, whichever district has info, should notify other.
- Nonresident district notifies DPI, and “new” resident district, if applicable.

Moves to new address w/in same resident district	No change
Moves into nonresident district	OE ends, payment prorated
Moves to new resident district, continues OE	Old resident district for remainder of school year, new resident district next year
Moves to new resident district, discontinues OE	OE ends, payment prorated
Student returns to school in resident district	OE ends, payment prorated

TO: (Name of Administrator), (Name of School District)
Mary Jo Cleaver, DPI Open Enrollment Consultant

FROM: (Name of Administrator), (Name of School District)

SUBJECT: Change of Open Enrollment Status

Name of Student _____ Grade _____

This is to notify you of a change of status regarding the above student's open enrollment, as follows:

_____ The student moved into the nonresident district on (date). Open enrollment has ceased. The student participated in open enrollment for _____ days.

_____ The student moved into a different resident district (indicate district) on (date). The student is continuing open enrollment.
(Note: If the move took place during a school year, the "old" resident district continues to count the student as an OE student for the remainder of that school year; the "new" resident district counts the student as an OE student beginning with the next school year).

_____ The student moved into a different resident district (indicate district) on (date). The student is attending school in that district and open enrollment has ceased. The student participated in open enrollment for _____ days.

_____ The student returned to school in the resident district on (date), and open enrollment has ceased. The student participated in open enrollment for _____ days.

_____ The student's ceased open enrollment on (date) for the following reason (indicate reason, such as enrollment in a private school or home-based education program, drop out, move out of state, etc.). The student participated in open enrollment for _____ days.

_____ Other change of status (indicate):

Parents' Responsibilities

- Provide transportation.
- Notify nonresident district of address change.
- Notify both districts if student wishes to return to resident district.
- Reapply when required.
- Follow rules & regulations of nonresident district.

Communicating w/Parents

- DPI letter
- Suggested format #6 - change of address
- Suggested format #7 - withdrawal from open enrollment

NON-CYCLICAL EVENT
Referral for Special Education
or Revision of IEP

Referral

- May be made to either district.
- Whichever district receives the referral must notify the other

IEP Team

- Nonresident district convenes IEP team - notifies resident district
- Resident district appoints member to team

Nonresident District

- Are special education/related services available and is there space to provide?
 - If no, notify parents and resident district of requirement to return. Notify parents of right to appeal.
 - It is not enough to simply notify the resident district!!

Nonresident District

- Are special education/related services available and is there space to provide?
 - If yes, provide estimate of cost to resident district ASAP!! Alternatively, contact resident district to negotiate amount.
 - Resident district request estimate if not forthcoming w/in about 5 working days. Nag!

Resident District

- Is estimated cost an undue financial burden?
 - If no, notify nonresident district that OE may continue.

Resident District

- Is estimated cost an undue financial burden?
 - If yes, consider negotiation.
 - If negotiation fails or is not an option, notify parent and nonresident district of requirement to return. Notify parents of right to appeal.
 - It is not enough to simply notify the nonresident district!!

Nonresident District

- Notify DPI of student's change of status from regular education to special education, or from special education to regular education, as appropriate.

DPI VERIFICATION CYCLE

Need for Data

- Annual Legislative Report
- Aid Transfers

Verification

- Accurate information is essential to making aid transfers.
- Each district must verify its own data.
- Each district reports its own approvals and denials, not the other district's. Need reason for denial.

Verification

- Participation in OE is yes/no. If “no,” no other information is required. Attendance in district for other than OE is reported as “no.”
- FTE must be reported for ECE, 4K and 5K. It is assumed that FTE is 1.0 for grades 1-12. Part-time open enrollment is not reported here.

~ October/November

- New OE applications
 - Basic data - OE number, name, grade, special educ. status, resident & nonresident districts
 - Action on application - no action (resident district only), approval or denial; reason for denial
 - Participation in OE - yes or no; FTE

~ October/November

- Continuing OE Students
 - Basic data - OE number, name, grade, special educ. status, resident & nonresident districts
 - Participation in OE - yes or no; FTE
- Tuition Waiver Students (*may be repeated*)
 - Only those for whom an aid transfer will be made
 - Basic data - TW number, name, grade, special educ. status, resident & nonresident districts

~ January

Resolution of Discrepancies

- Both districts' information must match. DPI will contact both districts in writing regarding discrepancies.
- Districts must resolve discrepancies before reporting to DPI. Do not simply confirm your district's information as correct.
- Ignoring discrepancy is not an option. DPI cannot make decision.

~ early/mid March

- Active OE Students
 - Basic data - OE number, name, grade, special educ. status, resident & nonresident districts
 - Participation in OE - yes or no; FTE
 - Early withdrawal - days of participation
 - Estimated amount of aid transfer

~ early-mid March

- Tuition Waiver Students
 - Only those for whom aid transfer will be made
 - Basic data - TW number, name, grade, special educ. status, resident & nonresident districts
 - Participation in OE - yes or no; FTE
 - Early withdrawal - days of participation
 - Estimated amount of aid transfer

~ May

- Semi-final list
 - Active OE Students
 - Tuition Waiver Students
- Last chance to make corrections before final aid adjustments in June

June Aid Adjustment

- Final aid payment
- Transmittal includes:
 - Final list of participants
 - Accounting entry instructions
 - Identifies positive & negative aid adjustments individually

Band-Aid

- If June aid adjustments are not correct, one more adjustment can be made as long as there is a July delayed aid payment. This is a pain!!
- After the final/delayed aid payment, no more adjustments can be made. If aid adjustments are still incorrect, districts must exchange checks or may have to refund money to DPI.

Mary Jo Cleaver
Public School Open Enrollment Consultant

125 South Webster Street

P.O. Box 7841

Madison, WI 53707-7841

608-267-9101

toll-free 888-245-2732 (ext. 2, then 3)

maryjo.cleaver@dpi.state.wi.us

web site:

www.dpi.state.wi.us/dpi/dfm/sms/psctoc.html

Scott Eagleburger
Public School Open Enrollment Data Manager
125 South Webster Street
P.O. Box 7841
Madison, WI 53707-7841
608-264-9555
L.scott.eagleburger@dpi.state.wi.us